



Microsoft Software and Systems Academy (MSSA) Command Authorization Form

Updated: April 2017 (version 7)



Career Skills Program (CSP) Fort Campbell, KY

What is Microsoft Software & Systems Academy (MSSA)?

- MSSA helps active duty U.S. service members develop the career skills necessary to meet the IT industry's high demand for cloud developers, cloud administrators, and database and business intelligence administrators.
- Upon successful completion of the program, participants gain an interview for a full-time job at Microsoft or one of our participating partners. Microsoft is the first IT industry business to provide formal training for service members before their separation date.

What is a Career Skills Program?

- A career focused training program that can prepare the student for a promising career in the IT field.
- This program is an intense accelerated training program that is conducted Monday-Thursday 0730-1630. Fridays will allow Soldiers time to complete group projects and receive career transition assistance from their mentors, as needed. (Soldiers must schedule appointments on Fridays to minimize absence from class time). Twenty-five students will be selected for the program.
- The target audience, and high risk population, is the 18-24 year old first-term Soldier.
- MSSA is an 18 week program and the classroom serves as the primary place of duty.
- The classes are held in the SSG Glenn H. English Education Center, BLDG 202, Room 1223, Bastogne Ave, FTCKY 42223.
- Students who complete the program will have an opportunity to interview with Microsoft which could lead to a job offer with Microsoft or partner Companies in the IT field.
- Upon successful completion of the training program, graduates will have multiple Microsoft certifications.
- The Career Skills Program Coordinator will monitor the graduation and employment success rates. Applying for the program gives permission to share that information for tracking purposes.

What are the requirements for application?

Must:

- Be on Active Duty within 180 days of separation during course dates.
- Secure Command authorization to participate.
- Provide a copy of your current Army Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- Receive a Fully Honorable or General discharge.
- Have a high school diploma or GED.
- Joint Service Transcript required.
- College Transcripts required (if applicable) with a 2.0 CGPA.
- Completed Soldier for Life Program transition classes **before** start of MSSA classes; provide CSP with copy of completed DD 2648 (NOV 16).
- Apply for GI Bill Benefits using a VONAPP 1990.
- Proof of citizenship (driver's license and FTCKY orders / DD214).
- Application to Embry-Riddle Aeronautical University (ERAU).
- Complete a screening interview with ERAU.
- Take and pass the Microsoft Technology Associate (MTA) certification.
- Complete ERAU Math and English Skills Assessments.

Nice to Have:

- Strong interest in IT; but not necessarily required to have IT work experience.
- Resume

How do I apply and find out about the program?

Information sessions will be held at the SFL-TAP Center Classroom #2 (Bldg 5661 Screaming Eagle Blvd), contact us for next date:

POCs:

CSP Installation Administrator: 270-798-4974 or 270-798-3195 or visit us in Hallway 120 SFL-TAP Bldg

Regina Watkins, ERAU Director: 270-798-2775 or fortcampbell@erau.edu

Microsoft Software & Systems Academy Class Dates

Priority Merit	Cohort 2	Cohort 3	Cohort 4
	Start Date: 8 Sept 16	Start Date: 15 Feb 17	Start Date: 7 Aug 17
	End Date: 25 Jan 17	End Date: 26 Jun 17	End Date: 17 Dec 17
Priority 1	ETS 1 Jul 16 – 30 Mar 17	ETS 1 Dec 16 – 30 Aug 17	ETS 1 Jul 17 – 28 Feb 18
Priority 2	Veterans ETS prior to 30 Jun 16	Veterans ETS prior to 30 Nov 16	Veterans ETS prior to 30 Jun 17

- ❖ *Only those veterans who desire this career field course should apply. Those veterans with personal issues, family challenges that would prohibit them from attending all classes **should not** apply.*

Section I. Please review and acknowledge the requirements of the program by initialing, and dating the following. Forward a completed application packet and **include ERB or ORB with your application.**

	<i>I understand that the MSSA Program is a full-time, 4 days a week intensive and challenging academic program from 0730-1630 with a 1 hour lunch break.</i>
	<i>I understand that the MSSA Program is provided using either GI Bill Benefits or Federal Funding. I can see a transition counselor for assistance with VONAPP 1990. TA is not authorized for a CSP course.</i>
	<i>I understand that I must be allowed by my chain of command to participate in the program.</i>
	<i>I have a high school diploma or GED certificate.</i>
	<i>I understand that I am required to meet all of ERAU's admissions requirements including (JST, MTA certification, college transcripts w/ 2.0 CGPA, ERAU Math & English Skills Assessments).</i>
	<i>I understand that first priority is given to Soldiers within 180 days of separation.</i>
	<i>I understand I will be required to pay a \$50 application fee to ERAU. (Fee waiver possible; inquire with ERAU).</i>
	<i>I understand that I must complete the Soldier for Life requirements prior to class start date & provide a copy of my DD 2648 (NOV 16) (or print out of future appointments).</i>
	<i>I understand that this is a competitive program that requires a screening interview to be selected for participation.</i>
	<i>I will keep my program manager, instructor, chain of command and Career Skills Program Coordinator informed of any issues or concerns I may have. I understand that attending class, in my seat and ready to learn is my place of duty. Absences will be reported. I will remain professional at all times.</i>
	<i>I understand that if my chain of command changes (e.g. squad leader, company commander, or first sergeant) I will inform my program manager to update my point of contact information.</i>
	<i>I understand that this program is a privilege and I give ERAU, Microsoft and the CSP Coordinator permission to track my graduation and employment success rates. I may be contacted at 30, 60, 90 days and 1 year following graduation and employment for program quality, suggestions and feedback.</i>

I have read the above information in Section I and I fully understand the requirements as a participant in this program. I furthermore understand by providing my signature below I am agreeing to participate fully in the program and to keep my instructors and counselors informed of any change that may impact my successful completion of the training program.

Section II. Applicant Information

1. Signature:		Date:	
2. Printed Name & Rank:			
3. Unit of Assignment:BDE:	SQ/BN:	Troop/CO:	Separation Date:
4. Phone number:	5. Email:	6. Age:	

Section III.

BATTALION COMMANDER AND COMMAND SERGEANT MAJOR PORTION.

Service member is transitioning from Fort Campbell and approved to participate in the Microsoft Software & Systems Academy Career Skills Program. We understand that our support of this program allows the service member to participate in an accelerated training program. We will support the service member's participation and attendance in this program, if selected, for the entire duration of the training and understand the Service member's place of duty (Monday thru Thursday) is the training program classroom. Fridays will allow Soldiers time to complete group projects and receive career transition assistance from their mentors, as needed. (Soldiers must schedule appointments on Fridays to minimize absence from class time). We can request attendance information at any time from the Education Center as all Soldiers are required to sign in of all classes. Any questions, please contact the POCs listed in this packet.

BATTALION COMMAND SERGEANT MAJOR (RANK/ PRINTED NAME/ SIGNATURE/ DATE

BATTALION COMMANDER (RANK/ PRINTED NAME) / SIGNATURE/ DATE